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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPD 1000.3D**  
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Request Notification of Change

 (NASA Only)

## Subject: The NASA Organization

**Responsible Office: Associate Administrator**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
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## Chapter 7: The Organizational Change Process

### 7.1 Changes to Mission Statements and Organizational Charts

Within the Mission Support Office of Institutions and Management, the Office of Human Capital Management is responsible for the administration of the NASA organizational change process.

7.1.1 Mission statements and organizational charts will be revised to reflect either of the following: a. Revision in the responsibilities of a Headquarters office or a Center.

b. Establishment of or changes to existing internal or external relationships with organizations, especially those organizations that rely on NASA for service or support to accomplish their programs.

#### 7.1.2 APPROVAL LEVELS REQUIRED FOR CHANGES TO MISSION STATEMENTS AND ORGANIZATIONAL STRUCTURES

7.1.2.1 The Deputy Administrator will approve changes to mission statements and organizational charts for the Office of the Administrator, the Office of the Inspector General, and the Mission Support Offices (except those offices reporting to the Associate Administrator).

7.1.2.2 The Associate Administrator will approve changes to mission statements and organization charts for the Office of Safety and Mission Assurance, the Office of the Chief Engineer, the Innovative Partnerships Program Office, the Office of Program Analysis and Evaluation, the Office of Program and Institutional Integration, the Mission Directorates, and the Centers.

7.1.2.3 Changes to mission statements and organizational charts for Technical and Service Support Centers will be approved by the Deputy Administrator or the Associate Administrator depending on the Center's reporting structure.

7.1.2.4 The Officials-in-Charge of Headquarters Offices (OIC) and Center Directors will approve their mission statements and organizational structures below the level shown on the organization charts identified in Chapters 4 and 5. The corresponding organizational charts will be maintained by the OIC or Center Director.

#### 7.1.3 DOCUMENTATION NEEDED FOR HEADQUARTERS ORGANIZATIONAL CHANGES

a. A memorandum from the proposing official to the respective approval authority as identified in 7.1.2, through the AA for Institutions and Management describing the rationale for the changes being submitted. When the proposed changes may affect bargaining-unit employees, appropriate union notification will also be described in the memorandum.

b. A new or revised mission statement, including a narrative about the organization's mission, responsibilities, any special relationships, and line of succession. When changes to the mission statement also change the organizational structure (to include office name changes), an updated organizational chart will be submitted. If organizational changes do not affect the mission statement, a revised organization chart is all that needs to be submitted.

c. A current on-board position analysis and a proposed position plan based on the approved total office ceiling which reflects the number of positions by supervisor, scientist and engineer, professional and administrative, and clerical and support categories, as well as the total number of SES positions. The plan should also reflect an analysis of any proposed staffing or SES increases or decreases. This analysis will also address the effect of the proposed changes on tracked metrics such as the supervisor/employee ratio.

#### 7.1.4 COORDINATION PROCESS FOR HEADQUARTERS OFFICES

a. The Office of Headquarters Operations will review the proposed package for organizational structure and content. Upon concurrence, the package will be forwarded to the Office of Human Capital Management for processing.

b. The Office of Human Capital Management (OHCM) will review the submittal, prepare the revised/redlined mission statement, prepare current and proposed organizational charts, attach a routing slip, and forward a copy to the Chief of Staff or Assistant Associate Administrator for prereview.

c. During the prereview, the package can either be approved or it can be sent back to OHCM for further coordination.

d. If approved, see g. below.

e. If returned for further coordination, OHCM will prepare an action document summary and submit the package concurrently to the following offices for review/concurrence:

(1) The Office of Institutions and Management (mandatory reviews by: Offices of Diversity and Equal Opportunity, Internal Controls and Management Systems, and Human Capital Management).

(2) Office of the Chief Financial Officer.

(3) Office of the General Counsel.

(4) Office of the Inspector General.

(5) Office of Program and Institutional Integration.

(6) Other Headquarters offices impacted by the proposed change.

f. Each reviewing official will concur or provide reasons for opposing the action. Nonconcurrences and comments will be referred to the submitting office for resolution. Remaining conflicts will be resolved by the approving authority.

g. Upon completion of the final approval/signature, changes will be incorporated into the NASA Online Directives Information System (NODIS). Agency Directives Managers will receive e-mail notification of all changes.

#### 7.1.5 DOCUMENTATION NEEDED FOR CENTER ORGANIZATIONAL CHANGES

a. Prior to submitting any packages to Headquarters, the Centers shall work with their respective Human Resources Office to ensure the proposed reorganization conforms to standard human resources policy.

b. A memorandum from the Center Director to the Associate Administrator, through the AA for Institutions and Management, describing the rationale for the changes being submitted.

c. A new or revised mission statement which includes a narrative about the Centers mission, responsibilities, any special relationships, and line of succession. When changes to the mission statement also change the organizational structure (to include office name changes) an updated organizational chart will be submitted. If organizational changes do not affect the mission statement, a revised organizational chart is all that needs to be submitted.

#### 7.1.6 COORDINATION PROCESS FOR CENTERS

a. The Office of Human Capital Management (OHCM) will review the submittal, prepare the revised/redlined mission statement, prepare current and proposed organizational charts, attach a routing slip, and forward a copy to the Assistant Associate Administrator for prereview.

b. During the pre-review, the package can either be approved or it can be sent back to OHCM for further coordination.

c. If approved, see g. below.

d. If returned for further coordination, OHCM will prepare an action document summary and submit the package concurrently to the following offices for review/concurrence:

(1) The Office of Institutions and Management (mandatory reviews by: Offices of Diversity and Equal Opportunity, Internal Controls and Management Systems, and Human Capital Management).

- (2) Office of the Chief Financial Officer.
- (3) Office of the General Counsel.
- (4) Office of the Inspector General.
- (5) Program and Institutional Integration Office.
- (6) Other Headquarters offices impacted by the proposed change.

e. Each reviewing official will concur or provide reasons for opposing the action. Nonconcurrences will be referred to the submitting office for resolution. Remaining conflicts will be resolved by the approving authority.

f. Upon completion of the final approval/signature, changes will be incorporated into the NASA Online Directives Information System (NODIS). Agency Directives Managers will receive e-mail notification of all changes.

7.1.7 ACTION TO EXPEDITE PROCESSING. During the planning stage of any organizational change, originators are encouraged to discuss the proposed changes with all stakeholders prior to submission into the formal approval process. Early coordination will enable these offices and the originators to identify and resolve any issues, eliminating potential delays in the formal approval process.

7.1.8 ANNOUNCEMENTS AND OTHER POST-APPROVAL ACTIONS. Special care should be taken to avoid premature release of information prior to final approval. The organization undergoing change is responsible for preparing announcements and other post-approval actions. At Headquarters, this action will be cleared with the AA for Institutions and Management. Public statements and press releases on changes to NASA organizations will be issued by the Office of Strategic Communications, NASA Headquarters, after appropriate coordination with external entities.

## 7.2 NASA Charters

7.2.1 NASA CHARTERS: ESTABLISHED/REVISED TO REFLECT ANY OF THE FOLLOWING Establishment of a new charter as mandated by statute, Executive order, or the Administrator.

7.2.2 APPROVAL LEVEL FOR CHARTERS. The Administrator or designee will approve charters maintained in Chapter 6.

7.2.3 COMMUNICATIONS PROCESS FOR ESTABLISHING/CHANGING CHARTERS.

a. The Office of Program Analysis and Evaluation is responsible to prepare revisions for any of the three governance charters and forward them to OHCM for processing.

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